

People Work



Mr. Smith completed academic skills upgrade and attained a 10.0 in Math. (The case manager completes the Actual End Date in the "Adult Education and Literacy - Generic" services.) The next training start date for cert. nursing asst. is November 15. The case manager adds occupational skills in the client record so funds can be obligated toward the ITA.

The case manager enters the cost of the training and applies the cost to the ITA. A voucher is printed, all appropriate signatures are attained and Mr. Smith is a given a voucher to pay for cert. nursing asst. training.

Mr. Smith scheduled an appointment with his case manager. He met with his case manager, handed in his attendance form and told his case manager the training is going very well. Mr. Smith called his case manager and said he is scheduled to complete training on time.

Int
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Training Services

Paperwork



* Services

"Occupational Skills Training - Generic"			
Begin Date: *	11/15/06	Status: *	Active
Planned End Date: *	12/22/06	Actual End Date:	
Funding Stream: *		WIA Adult	
Program Enrollment: *		09/20/2006 - WIA/W-P	
Training Provider ID:	88877	O*Net Code:	3898533
Summary Description:	Certified Nursing Assistant		

* Services

	<u>Obligations</u>		
Date: *	11/15/06	Amount: *	\$450.00
Account: *	WIA-Adult ITA-PY06-07 -Region12 - 2007		
Description:	Tuition to attend Cert. Nursing Asst. training at Ivy Tech		

* Print Voucher

* Case Notes

Entry Date: *	11/01/06	Regarding: *	Training Approval
Case Note:	Mr. Smith has EMT certification and wants to advance in the healthcare field to earn more money. A career path was developed for Mr. Smith and he will start as a cert. nursing asst. His long term goal is to become an RN.		

* Application and Enrollment

* Monthly Contact

ContactDate: *	11/22/06	Contact Type: *	Meeting/ Office Visit
Notes:	Mr. Smith turned in his attendance sheet and noted training is going well.		
ContactDate: *	12/18/06	Contact Type: *	Phone contact
Notes:	Mr. Smith stated his scheduled to complete training and take his certification exam.		